



**JOB ANNOUNCEMENT**  
**Maryland State Retirement Agency**  
**120 E. Baltimore Street**  
**Baltimore, Maryland 21202**

**Contractual Position – No Benefits**

**JOB TITLE: DP Production Control Specialist II (# FTE 029)**

Salary Range: Hourly Rate: \$13.48 - \$20.94 (Hiring Range \$13.48 - \$17.27) Equivalent to Salary Grade 10

**Opening Date: September 30, 2010 Closing Date: October 13, 2010**

Maryland State Retirement Agency, Information Systems Division has an opening for a full-time/contractual Data Production Control Specialist II. The main purpose of this position is to assist with set up and distribution of all data processing production jobs. Maintain JCL and control procedures for all production jobs. Forward batched data for enrollments to outside keying vendor, requesting to run production job when batches are returned and downloaded to tapes. Duties also include running weekly and monthly security backup jobs.

**Minimum Qualifications:**

**Education:** Graduation from an accredited high school or possession of a high school equivalency certificate.

**Experience:** Two years of experience scheduling or setting up data processing jobs for production, controlling data input and output or maintaining a tape library for multipurpose, multi-tasking computers.

**Note:** Experience operating computer equipment for the purpose of data entry, word processing or maintaining information or performing clerical work involving reconciliation of data may be substituted on a year-for-year basis for the required education.

**Preferred Qualifications:** One year of experience must be documented keyboarding experience. Working knowledge of data entry processes and procedures are preferred.

**Application process:** Due to the confidential nature of work, the selected candidates must undergo and pass a background check which includes fingerprinting. Send a Maryland State Application (MS-100) by close of business day, to Maryland State Retirement Agency, DP Production Control Specialist #FTE-029, 120 E. Baltimore Street, Office of Human Resources, Baltimore, MD 21202. **No resumes will be accepted as a part of this application.** To access a MS-100 you may visit the Department of Budget and Management website at [www.dbm.state.md.us](http://www.dbm.state.md.us), under Job Seekers, or call (410) 625-5539. Reasonable accommodations will be provided to qualified individuals with disabilities upon request. Your request must be submitted in writing with your application. TTY users, call via the Maryland Relay Service.

**Equal Opportunity Employer**